



Terms of Reference (TOR)

Onboard Enumerators for field Data Collection of Livelihood Interventions

Title	Enumerators for field Data Collection of Livelihood Interventions in Karnataka, Andhra Pradesh, Tamil Nadu and Telangana
Timeline	Based on the project needs - Fiscal Year 2024-2025
Expected area of expertise	Field Data collection / Freelancer
Apply Link	https://forms.gle/yeh2kzWjY3kTv4Q17 (Contact Procurement for Form Link)
Email and website	procurement@selcofoundation.org , http://www.selcofoundation.org/)

About SELCO Foundation:

SELCO Foundation's mission is to create a platform of solutions that uses sustainable energy as a catalyst to bridge environmental sustainability and poverty alleviation. With holistic development as the primary focus, the organization strives to create equitable societies, where services are accessed by all communities. The interventions of SELCO lead to a sustainable delivery model of essential services like livelihoods, education, and health till the last mile. (Read more about SELCO here: <http://www.selcofoundation.org/>)

1. Summary of the project:

SELCO Foundation (SF) is a non-profit organization dedicated to addressing energy poverty and empowering marginalized communities. As part of our monitoring and evaluation efforts for the fiscal year 2024-2025, SF is seeking to onboard enumerators to assist in data collection activities across various districts of Karnataka, Andhra Pradesh, Tamil Nadu, and Telangana.

2. Objective:

The primary objective of this engagement is to onboard field enumerators and ensure the accurate and timely collection of data from the field, which will be essential for monitoring the progress and impact of SF's initiatives.

3. Field Survey Locations

The engagement involves onboarding enumerators to conduct a baseline study and gather data from multiple locations in Karnataka, Andhra Pradesh, Tamil Nadu, and Telangana.



3.a The SF Livelihood Intervention sites listed below

State	District	District	District	District	District	District
Karnataka	Bijapur	Bangalore	Kalburgi	Dharwad	Dharwad	Koppal
	Chikmagalur	Bellary	Mysore	Mandya	Mandya	Gadag
	Davangere	Chamarajnar	Raichur	Bangalore Rural	Bangalore Rural	Tumkur
	Hassan	Ramanagaram	Shimoga	Belagavi	Belagavi	Haveri
	Uttara Kannada	Udupi	Vijayanagara	Kolar	Kolar	Yadgiri
	Bagalkot	Chitradurga	Chikkaballapur	Kodagu	Kodagu	Bidar
	Dakshina Kannada					
Tamil Nadu	Coimbatore	Theni	Nedungullam	Krishnagiri	Tiruvannamalai	Tiruvallur
	Dharmapuri	Thiruvallur	Madurai	Trichy	Mayiladuthurai	
	Dindigul	Tirunelveli	Viluppuram	Nagapattinam	Virudhunagar	
	Kanchipuram	Tirupur	Salem	Kovilpatti	Karur	
Andhra Pradesh	Alluri Sitarama Raju	Anantapur	Chittoor	Guntur	Parvathipuram	Visakhapatnam
	East Godavari	Kadapa	Krishna	Kurnool	Anakapalli	West Godavari
	Srikakulam					
Telangana	Hyderabad	Mahabub Nagar	Medak	Nalgonda	K.V.Rangareddy	ADILABAD

4. Study Tools:

Data for this study will be collected using a digital survey form created in Survey CTO. The form is built on a comprehensive questionnaire covering a range of critical aspects to ensure a detailed assessment of the intervention and its impacts. The questionnaire designed to capture both quantitative and qualitative data, with the flexibility to incorporate multimedia inputs like photographs, voice recordings, and GPS coordinates.

5. Scope of Work/Assignment

- Collection of baselines, midline data and endline data
- **Data collection steps:**
- Participate in 4- days training sessions:
 - The training session will be organized at the SELCO central office or in the respective regional office to ensure consistency and accuracy in data collection
 - Enumerators are required to attend all 4 days of the training
 - A field practice visit to nearby livelihood sites will be organized in SF



- Site list assignment and review:
 - Enumerators will receive a detailed list of their assigned sites, including exact locations, specific areas, and target households or individuals within each site
 - Enumerators must call the end-user in advance to schedule an appointment for the visit
 - Prior to the interview, enumerators are required to obtain written consent from the end-user, confirming their willingness to participate.
- **Data collection from assigned sites**
 - Safeguard login credentials of the survey CTO app
 - Data QC will be done by SF Team,
 - Based on the errors:
 - For minor errors in the dataset, enumerators must correct the data by contacting the end-user telephonically
 - If major errors are observed, enumerators will need to revisit the sites at their own expense to verify and correct the data
- **Collaboration**
 - Collaborate with SF's Monitoring and Evaluation (M&E) team for clarification or additional support during data collection
 - Promptly communicate challenges and issues encountered during data collection to the SF Point of Contact
 - Visit all the assigned sites within the given time frame
- **Submission**
 - Ensure the completeness of data collected at each assigned site and raise invoice against the task completed

6. Qualifications & Requirement

- Minimum Educational Qualification: Graduation or higher
- Must have an Android mobile with Android version higher than 4.4
- Excellent Interviewing Skills: Especially in the social and developmental sectors
- Previous experience in data collection, including the use of Android data collection apps
- Familiarity with the geographical area of the assigned district
- Willingness to travel various location as and when required
- Should be able to use a personal vehicle or public transport for local travel during data collection
- Submit data on time as instructed

7. Timeline:

- The engagement will cover the period of the fiscal year 2024-2025, starting from November 2024 and concluding in March 2025. However, the duration may be adjusted based on project requirements.



8. Selection Criteria:

- Applications from both male and female candidates are welcomed and will be given equal consideration.
- Shortlisted candidates will be contacted for interview or further assessment as per SF's selection process.
- Final selection will be based on qualifications, experience, and suitability for the role.

9. Payment Terms:

- Once interviews are scheduled and data collection is completed, payments will be made on a per-completion basis, subject to the successful submission of collected data in the prescribed format and meeting quality standards, along with the raised invoice
- Travel allowances will be provided to enumerators based on the number of days traveled and the distance covered for each interview. Reimbursement will be made according to the SF policy
- Payments will be made on a per-completion basis upon successful submission of collected data as per prescribed format and quality standards

10. Confidentiality

All information provided in response to this TOR shall be treated as confidential and used solely to submit the proposals.

11. Disclaimer

SF reserves the right to accept or reject any or all applications / proposals received without providing any reason for such action

12. To apply

Freelancers and enumerators with relevant experience, based in Karnataka, Andhra Pradesh, Tamil Nadu & Telangana are invited to submit their detailed resumes through the Google form <https://forms.gle/yCh2kzWjY3kTv4Q17> by **21st November 2024**.

Any further queries please write to procurement@selcofoundation.org with a subject line: **"Enumerators for field Data Collection of Livelihood Interventions in Karnataka, Andhra Pradesh, Tamil Nadu and Telangana"**.